

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



AF INSTRUCTION 24-202

**AIR EDUCATION AND TRAINING COMMAND
Supplement 1**

18 AUGUST 1995

Transportation

PRESERVATION AND PACKING

“HOLDOVER”

“The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected.”

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 24-202, 29 June 1994, is supplemented as follows:

1.2.3.1. The installation commander is not required to appoint a base reusable container program manager in writing unless someone other than the traffic management officer (TMO) is given this responsibility. The TMO will not delegate this responsibility to a lower echelon.

1.2.3.2. Do not use AF Form 451, **Request for Packing Service**, until all reusable container storage locations are physically checked for the appropriate container. This form is not to be used as a convenient tool to avoid the effort required to retrieve the proper container.

1.2.4. The reusable container monitor is normally either the supervisor or NCOIC of cargo movements or supervisor or NCOIC of packing and crating, as determined by the base reusable container program manager.

1.2.4.1. (Added)(AETC) Base Reusable Container Program:

1.2.4.1.1. (Added)(AETC) Committee. The reusable container program manager will establish a base committee composed of responsible personnel (at least a SSgt or equivalent civilian grade) from transportation, supply, maintenance, and other high volume shipping and receiving activities. Each agency will appoint its representatives in writing. The committee will meet at least once each year, or as often as necessary, to ensure the base and each of its components consistently meet or exceed a 90 percent minimum standard for reusing SPI containers. Meeting minutes will be maintained until the next meeting.

1.2.4.1.2. (Added)(AETC) Storage and Maintenance. The logistics commander (LG/CC) or designated representative will monitor reusable containers and unit storage and maintenance on a semiannual basis. The TMO will record and maintain a record of the semiannual LG/CC inspections. Storage and maintenance of reusable containers are the responsibility of the item user unit.

1.2.4.1.3. (Added)(AETC) Responsibilities. An effective reusable program requires participation and cooperation by all base functions. The following responsibilities apply:

1.2.4.1.3.1. (Added)(AETC) The chief of supply will:

1.2.4.1.3.1.1. (Added)(AETC) Ensure assets are stored and (or) issued in the shipping containers in which received. If the proper SPI is not available when item is issued, annotate this fact on the issue document.

1.2.4.1.3.1.2. (Added)(AETC) Ensure all items turned into base supply without reusable containers (if required) are accompanied by an AF Form 451 fully completed by the user organization. (**NOTE:** Base supply should not prepare the AF Form 451 unless the item was issued without the proper container, as evidenced by the annotation on the issue document.)

1.2.4.1.3.2. (Added)(AETC) The traffic management officer will:

1.2.4.1.3.2.1. (Added)(AETC) Make every effort to use reusable containers to ship repairable items to the depot. Packing and crating will not accept items for shipment without the required reusable container or a properly completed AF Form 451.

1.2.4.1.3.2.2. (Added)(AETC) Make every effort to recover and reuse all serviceable containers (including non-SPI) and interior packaging materials when possible.

1.2.4.1.3.2.3. (Added)(AETC) Constantly monitor AF Forms 451 to detect patterns of abuse or inadequate container storage procedures. Report repeated instances of failure to provide required containers or failure to meet the 90 percent monthly return rate by memorandum from the transportation commander to the unit commander.

1.2.4.1.3.3. (Added)(AETC) Shipping activities will:

1.2.4.1.3.3.1. (Added)(AETC) Appoint aggressive and responsible persons as primary and alternate reusable container monitor (at least a SSgt or equivalent civilian grade), and send the appointment memorandum to the TMO reusable container monitor. Update this memorandum as required.

1.2.4.1.3.3.2. (Added)(AETC) Appoint a responsible person to authorize issuance/construction of replacement containers for nonavailable SPI containers; i.e., to sign AF Form 451. Limit these appointments to unit commanders or unit reusable container monitors.

1.2.4.1.3.3.3. (Added)(AETC) Use proper care when removing assets from reusable containers. Do not disassemble containers unless absolutely necessary.

1.2.4.1.3.3.4. (Added)(AETC) Store containers and packing material in a designated clean, dry area if possible.

1.2.4.1.3.4. (Added)(AETC) The traffic management officer (TMO) will:

1.2.4.1.3.4.1. (Added)(AETC) Assist base contracting to ensure necessary packaging requirements are included in procurement documents.

1.2.4.1.3.4.2. (Added)(AETC) Accompany base supply officials on routine supply warehouse inspections of packaged and stored cargo to determine sufficiency of packaging. In cases where packaging deficiencies exist, the TMO will take action to repair damaged containers or replace them.

1.3. Forecasts and requests for RADS support must be routed through HQ AETC/LGTT before submission to HQ AFMC/LGTX.

3.1.1. Make maximum use of reusable containers to protect Government property during shipment and storage; thereby, reducing packing, crating, and shipping costs.

3.9.2.1. Specially designed or engineered (SDE) containers are reusable containers designed to protect a specific item or material during shipment and storage. They are usually made of metal, plastic, synthetic or composite material and are long-life items. SDE containers include the outside framing and all interior components. Frequently, the container will be marked "Reusable Container - Do Not Destroy" or "SPI" followed by seven numbers.

3.9.2.3. (Added)(AETC) Standard or General Purpose Container. This is a box or crate made to specifications and sizes most frequently used in shipping or transferring items. It is usually made of plywood or fiberboard. This container includes the outside framing and all interior packing components. While this kind of container may not be marked for a specific item or considered an SDE container, it is a resource, and the container will be conserved through the base reusable container program.

7.1. All requests for training must be forwarded through the unit training monitor to HQ AETC/LGTT for coordination and must indicate that the unit agrees to pay for all associated transportation, per diem, and training costs.

Attachment 1, Section C (Terms), **Reusable Container**, Bullet 4. (Added)(AETC) Includes all internal packing components such as fabricated inserts, die-cut mountings, molded dunnage, hair, latex, sponge rubber, and bracing that must be retained for shipping serviceable or repairable items.

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